

REGULAR MEETING – December 4, 2014

Chairman Peter Olson called the combined November/December Regular Meeting of the Housing Authority to order at 1:05 pm. Attendance upon roll call:

PRESENT: Chairman Peter Olson, Vice-Chairman Mike O'Neil, Commissioners Nancy Osborn, Karen Roy-Guglielmi and Raymond Powers, Executive Director Jeffrey Arn, Finance manager Bobbi Kruglik and House Manager Judy Hyde.

ABSENT: None

PUBLIC COMMENT: None

MINUTES: On a motion made by Commissioner Ray Powers, the minutes of the October Regular meeting were approved as read. Commissioner Mike O'Neil seconded with the vote being 4 ayes. Motion carries.

On a motion made by Commissioner Karen Roy-Guglielmi, the minutes of the Public Hearing were approved as read. Commissioner Ray Powers seconded with the vote being 4 ayes. Motion carries.

On a motion made by Commissioner Karen Roy-Guglielmi, the minutes of the Special meeting were approved as read. Commissioner Ray Powers seconded with the vote being 4 ayes. Motion carries.

BILLS: After review and discussion of the invoices paid, Commissioner Mike O'Neil made a motion to approve the payments. Commissioner Nancy Osborn seconded the motion with the vote being 4 ayes. The checks approved were: Revolving #62811-62950; Federal #22168-22235; Franklin Park East #1152-1162; Windermere Court #11692-1188; State #14564-14579; Voucher #46682-46750; Congregate #10503-10565 and Local #2562-2574. Motion carries. The Housing Authority's credit card invoice was reviewed and approved.

Cash Report: The Cash Balances were reviewed with the Board of Commissioners.

Occupancy Report: The Occupancy report was reviewed with the Board of Commissioners by Mr. Arn.

Ms. Judy Hyde gave The Board an update on Congregate Activities planned for the residents and current concerns.

Ms. Hyde left the meeting at 1:35 pm.

EXECUTIVE DIRECTOR'S REPORT:

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Local Section 8: We ended October with a count of 287 vouchers was up one September. We sent out letters to the first twenty people from the new waiting list to begin the process of issuing them vouchers to increase our numbers.

State of CT DOH: We ended October with a Voucher and RAP Certificate count of 1,020 which was up 16 from the June. The Program has reached the goal set for them of 1,000 vouchers before the end of the year and continues to grow. We will be hiring two part time clerical assistants for this program in November to help improve workflow and handle the additional workload.

Maintenance: We hired a new maintenance person to fill the vacant position. The maintenance crew has been working on fall leaf clean-up and turning vacant units. They have had some overtime to keep up with the work load.

Energy Performance Contract: The Board of Commissioners accepted the proposal from CTI Energy Services, LLC and authorized the commencement of the Energy Audit phase. CTI began the onsite audit on December 30. CTI and their representatives completed the energy audit in April. We submitted an application for a low interest loan through the Connecticut Housing Financing Association (CHFA) to fund this work. We have submitted our proposed Energy Performance Contract to HUD for approval pending the loan approval from CHFA. We have been able to get them to lower the rate to 2.51% from the original 3.5% by paying a 2.25% transaction fee of \$37,706. This will allow us to realize a savings of \$297,521 over the life of the loan. We have received written approval of our loan application and have begun working towards an anticipated closing in December. The new low flow toilets for the apartments have been ordered and received.

Site Improvements at Franklin Park East and West: This project was publically advertised and bids were received and opened on August 28th. Four bids were received ranging from \$266,034 to \$667,000. The engineers estimate for the project was \$241,773. The board of commissioners accepted the low bid from B&W Paving in the amount of \$266,034. The contract was signed in October and the construction will begin in the spring of 2015.

Non Profit: We are currently putting together the bid documents to construct the duplex at 72 Village Street. We initially wanted to avoid the bidding process and solicit three proposals but State guidelines do not allow us to do so.

OLD BUSINESS: None

NEW BUSINESS:

2015 Federal Budget: Ms. Kruglik gave an overview to the Board of the proposed 2015 Management Plan. After some discussion, Commissioner Karen Roy-Guglielmi made a motion to accept Resolution 384 and approve the 2015 Federal Budget, Commissioner Mike O'Neil seconded with the vote being 4 ayes. Motion carries. Resolution 384 was resolved.

Performance Payments Recommendation: The Housing Authority has reached and or exceeded the goals set for this year, continuing to maintain a high level of service for our clients and tenants. Mr. Arn would like to give all employees a one-time performance payment for their hard work and dedication. After some discussion, the Board reviewed the recommended payment schedule and determined them to be fair. Commissioner Karen Roy-Guglielmi made a motion to approve the schedule of Performance Payments to all employees. Commissioner Ray Powers seconded with the vote being 4 ayes. Motion carries.

Federal Public Housing Flat Rents: The published FMR for 2015 have decreased, therefore Mr. Arn is proposing keeping the Flat rents for 2015 the same which would be 82% of the FMR. Commissioner Mike O'Neil made a motion to accept and approved the Flat Rents for 2015 as proposed. Commissioner Karen Roy-Guglielmi seconded with the vote being 4 ayes. Motion carries.

Section 8 Payment Standards: The situation with Payment Standards is the same as the Flat Rents with the 2015 FMR decreasing. The Housing Authority will keep the payment standards currently using that will make them 96% of the FMR. Commissioner Karen Roy-Guglielmi made a motion to approve the Payment Standard currently using for the 2015 Payment Standard. Commissioner Ray Powers seconded with the vote being 4 ayes. Motion carries.

Tenant Commissioner Election Procedures: Mr. Arn drafted procedures for Tenant Commissioner Elections. After some discussion, The Board decided to table the item until next meeting to fully review the procedures.

Purchase of Office Furniture: Due to the expanding size of the DOH Section 8 program, it is necessary to reorganize the office space that the program occupies. The computer server and telephone tower with connections has been moved into the Executive Director's conference room. The design of DOH office space will be 5 office stations and 2 conference areas. At the same time, the Reception Office will be redesigned. Mr. Arn provided to The Board the blueprints of the changes and estimated costs. After some discussion, Commissioner Karen Roy-Guglielmi made a motion to approve the purchases. Commissioner Mike O'Neil seconded with the vote being 4 ayes. Motion carries.

Copier Lease: The lease on the copier at the Administration Office is ending. Mr. Arn received 5 proposals and the low bidder was Konica Minolta. Commissioner Karen Roy-Guglielmi made a motion to approve the lease from Konica Minolta. Commissioner Mike O'Neil seconded with the vote being 4 ayes. Motion carries.

Bulky Waste Removal & Other Tenant Charges: The schedule of Tenant Charges has been revised to reflect increase in costs. There will be tenant meetings to inform the tenants and they will go into effect January 2015. Commissioner Mike O'Neil made a

motion to approve the tenant charges as proposed. Commissioner Nancy Osborn seconded with the vote being 4 ayes. Motion carries.

Revision to Rent Collection Policy: The Rent Collection Policy has been revised, mainly to reflect increase in legal costs for non-payment of rent. There will be tenant meetings to inform the tenants. After some discussion, Commissioner Karen Roy-Guglielmi made a motion to approve the revised Rent Collection Policy. Commissioner Nancy Osborn seconded with the vote being 4 ayes. Motion carries.

INFORMATIONAL:

List of 2015 meeting dates were provided to The Board and will be submitted to the Town Clerk.

Mr. Arn received a Thank You letter from Mayor Champagne for the PILOT payment presented at the Town Council Meeting.

The Holiday Gathering will be December 12, 2014.

The Annual Plan for 2015 was approved by HUD.

Mr. Arn received an email from the Town of Vernon, regarding the foreclosure of 98 East Main St due to non-payment of tax liens. After some discussion, Mr. Arn will view the property to see if it is a good fit with Housing Authority's housing stock.

EXECUTIVE SESSION

At 2:41; Commissioner Karen Roy-Guglielmi made a motion to go into Executive Session to discuss Executive Director Review and salaries. Commissioner Mike O'Neil seconded with the vote being 4 ayes. Mr. Arn and Ms. Kruglik left the meeting.

At 3:10 Return to Regular Session. Mr. Arn and Ms. Kruglik return to the meeting. Commissioner Karen Roy-Guglielmi made a motion to approved the Executive Director's salary at 4% increase and the remaining staff at 5%. Commissioner Ray Powers seconded with the vote being 4 ayes. Motion carries.

The next Regular meeting will be the January Regular Meeting which will be held on January 8, 2014 at 21 Court St at 1:00 pm.

The combined November/December meeting was adjourned at 3:11 pm on a motion by Commissioner Mike O'Neil; seconded by Commissioner Karen Roy-Guglielmi with all voting in favor. Motion carries.

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Executive Director

NOT ORIGINAL SIGNATURE